

**UNIVERSITY OF PORT HARCOURT  
COUNSELLING AND HUMAN DEVELOPMENT CENTRE  
OFFICE OF THE VICE CHANCELLOR**

**Dr. Rosmary O. Ekechukwu**

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East-West Road, Choba,  
P.M.B. 5323  
Port Harcourt.

Our Ref: \_\_\_\_\_ Your Ref: \_\_\_\_\_

Date: 22<sup>nd</sup> December, 2021

The Vice Chancellor,  
University of Port Harcourt,  
Choba.

**Through: Centre Leader,  
Centre for Public Health and Toxicological Research,  
University of Port Harcourt.**

Dear Sir,

**REQUEST FOR APPROVAL FOR OFFICE FURNITURE AND PARTITIONING OF  
THE OFFICE SPACE ALLOCATED TO COUNSELLING AND HUMAN  
DEVELOPMENT CENTRE**

May I humbly use this medium, Sir, to request for the approval to purchase office furniture and partition the office space allocated to the Counselling and Human Development Centre (CHDC), University of Port Harcourt.

Other items needed urgently for the smooth take-off and functioning of the Centre include:

S/N	DESCRIPTION OF ITEM	AMOUNT (N)
1.	OFFICE FURNITURE	922,000.00
2.	DEMARCATON OF OFFICE SPACE	514,400.00
3.	WINDOW BLINDS	588,600.00
4.	PRINTER	38,000.00
5.	PROJECTOR	224,000.00
6.	RECEPTION SEAT	48,000.00
7.	A SET OF UPHOLSTERY	200,000.00
	<b>TOTAL</b>	<b>N2,535,000.00</b>

The total amount for the quotations is two million, five hundred and thirty-five thousand naira (N2,535,000.00) only.

Vice Chancellor Sir, please find attached quotations for the needed items.

Thanks, in anticipation of your usual prompt consideration and approval.

Yours faithfully,

**Dr. Rosemary O. Ekechukwu**  
Director